

**FUNDING AGREEMENT FOR DELIVERY OF
PROFESSIONAL DEVELOPMENT PROGRAMMES**

Contract Number 10-0252

**INFORMATION & COMMUNICATION TECHNOLOGIES (ICT)
PROFESSIONAL DEVELOPMENT CLUSTERS 2010–2012
(THE 2010 ICT COHORT)**

Between the Ministry of Education

And

the Board of Trustees of Pirongia School

DATE: 11 December 2009

**Ministry of Education
PO Box 1666
117-125 Lambton Quay
Wellington 6011
Ph 04 463 7706
Fax 04 463 8392**

FUNDING AGREEMENT

PARTIES: This contract is between the Sovereign in right of New Zealand acting by and through Howard Baldwin, Acting Manager, eLearning unit, Schooling Group
(*Referred to in this contract as the “Ministry”*)

and The Pirongia School Board of Trustees a statutory body corporate established under the Education Act 1989 ("the Board")

BACKGROUND

- A** The Ministry has established the Information and Communication Technologies (ICT) Professional Development Programme with clusters of schools throughout New Zealand with the objective of providing a school based professional development programme for staff in the use of ICT. The Ministry provides funding to one school from each cluster, to enable the school, called a ‘Lead School’, to plan and manage the professional development activities on behalf of the schools in the cluster.
- B** The Ministry has agreed to provide funding for a professional development programme in ICT for the cluster of schools specified in Schedule One of this Funding Agreement (“the cluster schools”) and the Board has agreed that it will provide the programme in respect of the 2010 cluster schools.
- C** The Board and the Ministry have agreed to enter into this Funding Agreement to record their respective obligations in relation to the provision of professional development programme for the 2010 cluster schools.

THE BOARD AND THE MINISTRY AGREE AS FOLLOWS:

1 Term

This Agreement will start on the date of signing and finish on **February 1st 2013**

However, either party can bring the Agreement to an end before the finish date under section 9 of this Agreement.

2 Obligations of the Board

- 2.1 The Board will provide the professional development programme in ICT ('the Programme') for the cluster schools as specified in the First Schedule.
- 2.2 The Board will provide written reports to the Ministry in accordance with the requirements of the Second Schedule.
- 2.3 The Board will forward information relating to the Programme to the Ministry upon request.
- 2.4 The Board will comply with the relevant Health and Safety Guidelines and requirements of each school when working on their premises. The Board will act in accordance with the State Services Commission Code of Conduct (Standards of Integrity and Conduct) at all times when providing services under this Agreement. The Standards of Integrity and Conduct are available at <http://www.ssc.govt.nz/display/document.asp?DocID=7063>.
- 2.5 You promise that you have no conflict of interest or contractual obligation to another person or organisation that limits your right or ability to perform the work under this Agreement. The Board agrees to notify the Ministry of Education if any such conflict does arise.

3 The Board is not an employee

You are an independent Contractor, not an employee, partner, joint venture partner or agent of the Ministry. You will be responsible for the payment of all amounts due and payable to the Inland Revenue Department.

4 Funding

- 4.1 The Ministry will provide funding to the Board as specified in Schedule Three.
- 4.2 The Board acknowledges that the funding provided under this Funding Agreement is in addition to the annual operations grant payment payable under section 79 of the Education Act 1989 and any other discretionary allowance made to the Board by the Ministry.
- 4.3 The funding provided by the Ministry under this Funding Agreement must be expended by the Board only to undertake the tasks specified in Schedule One. Any funds unspent at the end of this agreement must be returned to the Ministry of Education.

- 4.4 The Ministry may suspend or cancel payment of any installment of the funding if:
 - a. The Ministry considers that the Board has not complied with any of the terms and conditions specified in this Funding Agreement.
 - b. There are changes in government policy or in the amounts appropriated by Parliament which may affect the payment of the funding.
- 4.5 The Board may be required to repay part or all of any funding it receives under this clause if the Board fails to comply with any of the terms and conditions specified in this Funding Agreement.

5 **The Contractor is not to transfer this Agreement**

You agree that you will not transfer this Agreement to any other person or organisation.

6 **Copyright**

***Explanatory note:** The Ministry wishes to be able to share materials developed under this agreement with other schools and where possible to be able to utilise new ideas and systems without any new consents or payments being required. The Ministry recognises that some work may involve the use of material or software owned by others or may be an “add on” to such materials/programmes. Therefore it is critical that relevant warnings accompany the materials so that the Ministry and other school boards are aware of restrictions that may apply to the use of material developed under this agreement.*

- 6.1 All intellectual property rights (including copyright) in all works and material produced under this agreement (“new works”) shall remain the property of the Ministry.
- 6.2 Both parties shall continue to own all intellectual property rights that they held prior to the commencement of this Agreement.
- 6.3 The Ministry agrees that the Boards of all schools involved in the programme may continue to use material developed under this agreement.
- 6.4 The School Board will gain all consents (including consents from third parties) as may be necessary to enable the Ministry and any other party approved by the Ministry, to unconditionally use the works developed under this Agreement at no additional charge. For more details regarding copyright and privacy issues refer to http://www.tki.org.nz/r/governance/copyright/index_e.php

7 **Subcontract**

The Board will not subcontract services without prior written consent from the Ministry of

Education. Any subcontract must state that the copyright in all work produced by the subcontractor remains the property of the Ministry.

8 Variation and review

- 8.1 This Agreement may be varied by agreement in writing and any such variation will then form part of this Agreement.
- 8.2 During the term of this Agreement the Ministry or its agent shall carry out two annual reviews.
- 8.3 Each annual review is to begin by 1 September and conclude by 1 December.
- 8.4 The matters to be discussed in the annual review are:
- 8.5 the performance of the Contractor in delivering and reporting on the services are as specified in the First and Second Schedules;
- 8.6 the financial statements prepared by the Contractor;
- 8.7 re-negotiation of the First, Second and Third Schedules of the Agreement to incorporate any changes as agreed by both parties.

9 Termination and Cancellation

- 9.1 Notwithstanding the following clauses either party may terminate this Agreement by giving the other party 1 month notice.
- 9.2 The parties may mutually agree in writing to cancel the Agreement at any time.
- 9.3 Either party may terminate this Agreement if the other party has either breached an obligation or failed to perform an obligation required under this Agreement.
- 9.4 Before it terminates the Agreement the party concerned shall give the party in breach written notice of the breach or non-performance and request that party to remedy the matter within 28 calendar days.
- 9.5 If the party in breach fails to remedy the matter within 28 calendar days of written notice issued under paragraph 9.2, then this Agreement shall be terminated in writing, effective immediately.
- 9.6 Where a notice of termination is served:
 - a. We are only obliged to pay for work already performed; and
 - b. You are not obliged to undertake further work.
- 9.7 Neither party shall be liable to the other for damages, compensation or any other remedy at law or equity for termination of this Agreement.

SIGNATURES OF THE PARTIES TO THIS AGREEMENT

Ministry of Education

Signed by

Howard Baldwin, Acting Manager, eLearning unit, Schooling Group

.....
(Signature)

For and on behalf of **THE SOVEREIGN IN RIGHT OF NEW ZEALAND ACTING BY
AND THROUGH** Howard Baldwin, Acting Manager, eLearning unit, Schooling Group

Dated at _____ this _____ day of _____ 2009

Lead School

Signed by

Jan Cullen, Principal, Pirongia School

.....
(Signature)

For and on behalf of King Country Coast Cluster

Dated at _____ this _____ day of _____ 2009

FIRST SCHEDULE

Services to be provided by the Board

Goals of the Programme

The objectives of the Programme to be provided by the Board under this Agreement are to provide professional development programmes that:

- Supports integration of ICT to give effect to the New Zealand Curriculum / Te Marautanga o Aotearoa;
- Increases capability of teachers and principals to improve students' learning and achievement through e-learning;
- Strengthens professional learning communities and increased collaboration within and across schools;
- Increases e-learning leadership and ICT strategic planning capability of principals and teachers;
- Increases the school community's understanding of the educational contribution of e learning.

Programme to be provided

The Board will provide the Programme according to the Programme Outline (A–E) and Milestones set out below.

Programme Outline

A. Scope of the cluster

Cluster: School Names	MoE School No.	No. of teachers (FTTE)	No. of students	School Financial Contributions		
				Cash	Kind ¹	\$value of School contribution ²
Pirongia	1897	15.7	316		\$17,348.50	\$17,348.50
Hangatiki	1734	3.5	46		\$3867.50	\$3867.50
Hauturu	1736	3.6	52		\$3978.00	\$3978.00
Kaipaki	1760	3.5	51		\$3867.50	\$3867.50
Kawhia	1771	2.8	58		\$3094.00	\$3094.00
Kinohaku	1778	1.3	25		\$1436.50	\$1436.50
Kio Kio	1779	8.1	163		\$8950.50	\$8950.50
Koromatua	1784	11.3	242		\$12,486.50	\$12,486.50
Maihihi	1793	3.7	67		\$4088.50	\$4088.50
Ngutunui	1853	2.3	35		\$2541.50	\$2541.50
Otewa	1874	3.6	60		\$3978.00	\$3978.00
Otorohanga Primary	1876	2.5	53		\$2762.50	\$2762.50
Piripiri	1896	1.3	8		\$1436.50	\$1436.50
Tahaaroa	1971	2.5	40		\$2762.50	\$2762.50
Total		65.7	1216		\$72,598.50	\$72,598.50

¹ Indicate school's in kind contribution. E.g. List persons and quantity days or FTTE of assigned personnel who are listed under B. Assigned Personnel in this First Schedule.

² \$value of cash contribution is self explanatory. \$value of days or FTTE is calculated using teacher release per day \$rate and claimed/paid by each individual school from their ops funding.

FIRST SCHEDULE... continued

B. Assigned personnel

Ministry of Education Contact

Neil Melhuish
Project Leader: e-Learning Capability
Phone 04 463 7706
Email <mailto:neil.melhuish@minedu.govt.nz>

Level 5 St. Paul's Square
45-47 Pipitea Street
(PO Box 1666)
Thorndon
Wellington 6140

Project Director/s – the person who will be the official contact with the ministry

Name: Bernard Peterson (40 days per year)

Key tasks from the job description for this role:

The Project Director will:

- Be responsible for scheduling and chairing meetings of the Cluster Management Committee and report on cluster finance.
- Ensure that the lead school manager records minutes of meetings and they are filed and distributed.
- Ensure milestone reports are prepared and submitted to the Ministry of Education by the due dates.
- Attend all regional and national ICT conferences organised by the Core Education
- Be responsible for ensuring all participating schools and Boards of Trustees receive financial reports and milestone reports.
- Provide leadership for the Cluster Management committee and for the direction of professional development within the cluster
- Liaise with the B.O.T and provide advice, where necessary
- Liaise with the facilitator and lead teachers to coordinate the professional development programme for cluster schools, using the success indicators
- Promote vision and provide professional leadership to the principals
- Maintain contact with the National Facilitator / MOE on all project matters
- Keep personally informed of all national initiatives as they relate to the ICT PD project
- Help develop financial procedures necessary for effective project delivery
- Manage the contract for the lead school with regular meetings with the lead school principal
- Prepare, present, evaluate and modify as necessary, professional development programmes which meet the objectives of the contract, in conjunction with the facilitator
- Carry out all administrative work
- Provide professional development to facilitator
- Provide ongoing support and mentoring for schools / principals involved in the contract
- Prepare, in conjunction with lead school manager and facilitator, variations to the contract

Project Facilitator: Name: Barbara Reid (0.8)

Key tasks from the job description for this role:

The Facilitator will:

- Provide financial data to Programme Director as required
- Complete an audit of staff skills
- Attend appropriate conferences as directed by the Cluster Management Committee
- Visit each school to provide in class support for teachers as per contract
- Liaise with Cluster Management Committee and lead teachers to ensure participation and commitment of teachers
- In conjunction with the Director, determine the shared goals and actions to be undertaken by the cluster
- Work with lead teachers to establish appropriate ICT expectations for teachers
- Coordinate reports for Milestones as directed by Cluster Management Committee
- Develop and facilitate a process for self-review for staff who have undertaken ICT PD
- Develop and update cluster online environment
- Work in close liaison with the Project Director
- Work with the lead teachers to facilitate the in-school professional development programme
- Act as a mentor to the school personnel involved in the programme
- Work with schools in establishing a three year strategic plan and a one year action plan focusing on their needs.
- Help distribute a range of professional initiatives as appropriate to the programme
- Prepare, present, evaluate and modify as necessary, professional development programmes which meet the objectives of the contract.
- Carry out personal administrative work (travel requirements, catering, correspondence with schools etc...)
- Facilitate regular communication between all participants.
- Attend meetings with the director and other key personnel
- Contribute fully to the principals management group
- Report to the contract management group
- Report to the Project director
- Keep accurate and current digital records of progress for each school involved in the programme.
- Participate in personal professional development.
- Facilitate Professional development in each school, as outlined in school action plans
- Disseminate all information as requested by the project director
- Run ICT staff meetings / or support groups within the school
- Provide teachers in the cluster with in-class support
- Assist teachers in setting and reviewing their ICT goals
- Work with lead teachers to ensure implementation of school action plans.
- Write milestone reports for M.O.E in conjunction with project director.
- Ensure equitable professional development
- Liaise with Principals, Senior Management and Lead Teachers to plan and deliver an effective professional learning programme for teachers
- Challenge teachers to examine and reflect on their beliefs and values about teaching and learning
- Model and support the effective integration of ICTs to support teaching and learning.
- Work with cluster schools to develop and sustain an online professional learning environment for staff.
- Use success indicators from cluster action plan to ensure implementation of key tasks

Other personnel

Role: All Principals (see page 7)

Key tasks from the job description for this role:

KEY LEADERSHIP OBJECTIVE	RESULTS EXPECTED	POSSIBLE EVIDENCE EXAMPLES
Shared vision across all schools	All principals will actively participate and model the importance attributed to this contract development, and share the cluster vision with staff	The vision will be reflected in: Planning and procedures Conversations within the classrooms and staffroom Classroom programmes Communication with whanau.
Develop strategic plan	Each individual school	Written into school annual plan Reflect in teacher appraisal
Monitor and evaluate programme success	Regular feedback from Project Director & Facilitator Report from each Principal / Lead Teacher for milestones (to Project Director and Facilitator)	Facilitator to communicate with Principal at each visit Report to individual BOT as required Feedback to community Include in annual report
Professional development	Initiate opportunities to provide teachers with Professional learning Hold regular staff PD meetings	Readings / viewings available in online area and discussed in staff meetings Staff meetings – with ICT focus at least 3x per term, reflected on through cluster wikispace
Establishing policy and procedure	Implement cluster goals and track expected progress	Feedback and feed forward to staff from survey data – if used
Involve in Regional and National ICTPD initiatives	Attend L@S conferences Provide opportunities for staff to attend conferences	Teachers/Principals – attending conference and sharing new learning at staff meetings Teachers/Principals attending workshops at Cluster days Professional learning community within school Professional learning community across cluster

FIRST SCHEDULE... continued**C. Programme Goals and Success Indicators**

Programme goals		Success Indicators for National and Cluster Goals
National goals	Cluster goals	
Integration of ICT to give effect to the New Zealand Curriculum / Te Marautanga o Aotearoa;	To develop and implement teaching and learning of the National Curriculum (New Zealand Curriculum and Te Marautanga o Aotearoa) through e-learning (that is learning supported or facilitated by ICT)	Teachers can articulate their shared understanding of e-learning and ICT Use of e-learning is evident in planning based on the National Curriculum E-learning is increasingly evident in classroom programmes
Increase capability of teachers and principals to improve students' learning and achievement through e-learning;	To develop teacher and principal knowledge and skills to teach through e-learning	Teachers have individual ICT goals and self review is evident in appraisal and performance management Teachers and principals have attended conferences, workshops and other professional development opportunities. Teachers are implementing new learning and this is evident in planning and classroom practice
Strengthen professional learning communities and increased collaboration within and across schools;	To broaden the professional learning community and increase collaboration within and between schools;	Teachers are sharing e-learning practice within and between schools at facilitated opportunities. Schools are developing e-communication between schools and communities. Teachers reflect on the e-learning practice and how this contributes to student achievement.

Increase e-learning leadership and ICT strategic planning capability of principals and teachers;	To provide needs-based, professional e-learning and leadership opportunities for the principal and key teachers in each school	Schools have developed strategic plans aligned to student achievement and ICT components Principals and key teachers have opportunities to develop leadership capabilities for ICT integration
Increase the school community's understanding of the educational contribution of e-learning.	Communicate changes in pedagogy and use of e-learning to the school community	BoT and communities are informed of shifts in educational pedagogy and e-learning E.G. Newsletters, websites, and meetings etc

FIRST SCHEDULE... continued**D. Implementation of the Programme**

Programme Professional Development activities			Measuring your success
What do we propose to do?	How much do we propose to do?	What resources do we need to carry out the programme?	What will you collect as evidence of success for each aspect of your implementation?
Cluster launch at Pirongia School, Monday 8 February 4 – 7 pm Reach a common of e-learning understanding Share and inform teachers of cluster goals Introduce principals, teachers, director, facilitator and NSSF Explain and define ICT Group workshops Inspirational video clip	83 principals and teachers Guest speaker – Jill Hammonds (NSSF) Cluster facilitator and director	Catering - \$650	Shared cluster vision statement
Call back / Teacher only days Whole cluster meeting / call back day (Thursday 15 April) at Otorohanga Primary	Cluster Director, Cluster facilitator with 83 teachers and principals Guest Speaker - Derek Wenmoth	Catering - \$750 Guest Speaker - \$2000	Workshop evaluation form with action identified for classroom practice

Call back day – (Thursday) 15 July Kio Kio School	Cluster Director, Cluster facilitator with 83 teachers and principals Guest Speaker – To be advised	Catering - \$750 Guest Speaker - \$2000	Workshop evaluation form with action identified for classroom practice
<i>Learning at School</i> Conference 23-26 February 2010 (Tues-Fri) Conference starts Wednesday morning – Rotorua – All principals to attend	20 Attendees including principals, lead teachers and facilitator Project director, cluster facilitator and 14 principals Project director, cluster facilitator and 14 lead teachers	Cluster funding for 20 attendees- 3 Pirongia, 2 Kiokio, 2 Koromatua, 1 each other schools ~\$16,000 (an agreed amount per person \$820) – schools pay first and get reimbursed.	Targeted workshop teams prepare and upload presentation on to cluster wiki and also presentation at cluster meetings
Ulearn Conference – Christchurch – 6-8 October (holiday conference)	Option for all schools but funded by schools Project Director (50%) and facilitator	Cluster funding \$750 + \$1500	
Syndicate/level-specific learning workshops (schools choose) Cluster Sharing, good practice, etc September (after school) 4 - 5.30	Venues to be confirmed Year 0 - 3 – Mon13 Sept Year 4 -6 – Wed 15 Sept Year 7 - 8 – Thu 16 Sept	Catering - \$300	Facilitator captures the day and put on to wiki

School visits, In-class mentoring, 1 day per teacher per term for the year	Facilitator meeting with teachers and modelling in classes	Travel \$7,000	Reflective journals
Board of Trustees Training	Project Director or guest speaker		Minutes
Visit schools to observe effective ICT practice (on school-need basis)		Catering - \$200	Collect evidence and upload on to wiki
Principal meetings x 1 term 1 2x Terms, 2, 3, 4	Developing leadership and strategic plans	Catering - \$350	Samples of ICT PD cluster strategic plans developed
Lead teachers workshops 2 x per term	Identify lead teachers' role	Catering - \$350	Collect evidence and upload on to wiki
Lead teacher release to work in own schools			
Student workshops to begin tech angels/wizards to support teachers		Catering - \$200	Student voice uploaded on to wiki and/or on CD

FIRST SCHEDULE... continued**E. Milestones****1 Activities carried out and results achieved during the Milestone 1 period**

1.1 Expected date of completion of Milestone 1 is 4 June 2010.

See the milestone template for guidance

1.2 Details of the tasks to be completed by the Contractor to achieve this milestone are:

1.2.1 Liaise with the National Facilitator assigned by the ministry to this project

1.2.2 Report on your progress towards achieving 2 of your programme goals for Milestone 1

First Cluster Goal	
Cluster goal	Success Indicators
To develop and implement teaching and learning of the National Curriculum (New Zealand Curriculum and Te Marautanga o Aotearoa) through e-learning (that is learning supported or facilitated by ICT)	<p>Teachers can articulate their shared understanding of e-learning and ICT</p> <p>Use of e-learning is evident in planning based on the National Curriculum</p> <p>E-learning is increasingly evident in classroom programmes</p>

Second Cluster Goal	
Cluster goal	Success Indicators
To develop teacher and principal knowledge and skills to teach through e-learning	<p>Teachers have individual ICT goals and self review is evident in appraisal and performance management</p> <p>Teachers and principals have attended conferences, workshops and other professional development opportunities.</p> <p>Teachers are implementing new learning and this is evident in planning and classroom practice</p>

1.2.3 Report on your programme implementation during the milestone period.

1.2.4 Submit a progress report to the Ministry by the milestone date on each of the above tasks and relevant performance measures, as per the Second Schedule of this agreement.

2 Activities carried out and results achieved during the Milestone 2 period

2.1 Expected date of completion of Milestone 2 is 26 November 2010.

See the Milestone template for guidance.

2.2 Details of the tasks to be completed by the Contractor to achieve this milestone are:

2.2.1 Liaise with the National Facilitator assigned by the Ministry of Education to this project

- 2.2.2 Report on your progress towards achieving the National programme goals
- 2.2.3 Report on your programme implementation during the milestone period.
- 2.2.4 Submit a progress report to the Ministry by the milestone date on each of the above points, as per the Second Schedule of this agreement.
- 2.2.5 Complete the contract review and variation template

FIRST SCHEDULE... continued

3 Work to be completed to achieve Milestone 3

- 3.1 Expected date of completion of Milestone 3 is 3 June 2011.
- 3.2 Details of the tasks to be completed by the Contractor to achieve this milestone will be developed during the 2010 annual review.

4 Work to be completed to achieve Milestone 4

- 4.1 Expected date of completion of Milestone 4 is 25 November 2011.
- 4.2 Details of the tasks to be completed by the Contractor to achieve this milestone will be developed during the 2010 annual review.

5 Work to be completed to achieve Milestone 5

- 5.1 Expected date of completion of Milestone 5 is 8 June 2012.
- 5.2 Details of the tasks to be completed by the Contractor to achieve this milestone will be developed during the 2011 annual review.

6 Work to be completed to achieve Milestone 6

- 6.1 Expected date of completion of Milestone 6 is 30 November 2012.
- 6.2 Details of the tasks to be completed by the Contractor to achieve this milestone will be developed during the 2011 annual review.

SECOND SCHEDULE – Reporting

Non Financial Reporting

- 1 The Board will provide a Milestone Report and Disbursements Schedule within 5 working days of the expected date of completion of each Milestone specified in the First Schedule.
- 2 Each Milestone report shall be written in a template provided by the Ministry which may vary in response to the reporting requirements of the National Programme.
- 3 Each Milestone Report shall contain a summary of the Contractor's self-assessed performance on each of the milestone activities. Each summary must include explanations of any variances from the milestone tasks.
- 4 The National Support Services Facilitator assigned to your cluster will provide a report on your cluster's progress to the ministry as per the Ministry's payment schedule in the Third schedule.

Financial Reporting

- 1.1 You acknowledge the Ministry's expectation of transparency with regard to the use of funds paid to you under this agreement and agree to submit with each milestone report a Disbursement Schedule showing how the payments made by the Ministry under this Agreement have been expended.
- 1.2 The Disbursements Schedule for the final milestone report must be accompanied by a certificate from the Board or their authorised delegate that all expenditure has been only for the purposes of delivering ICT Professional Development as specified and authorized in this agreement and does not include claims for leasing or purchasing capital items or any items that may bring the Board or the Ministry into disrepute.

THIRD SCHEDULE — Budget, Funding, Payments and Disbursements**Budget Schedule**

Total Fees & Costs Budget i.e. Resources planned to be applied to this ICT PD Cluster programme.			Three year Budget Plan of how resources will be phased to support delivery of ICT PD to this cluster					
Budget Item Description	Input Quantities & Rates	3 yr \$ Value GST excl.	2010 Milestones Due		2011 Milestones Due		2012 Milestones Due	
			1	2	3	4	5	6
			4 Jun 2010	26 Nov 2010	3 Jun 2011	25 Nov 2011	8 Jun 2012	30 Nov 2012
Professional Fees Director Facilitator	18,000 57,934	54,000 173,802	\$9000 28,967	\$9000 28,967	\$9000 28,967	\$9000 28,967	\$9000 28,967	\$9000 28,967
Professional and other direct costs Launch catering/travel	650	1950	650		650		650	
Call back day (April) consultant/ catering/ travel	2000 750	6000 2250	2000 750		2000 750		2000 750	
Call back day (July) consultant/ catering/ travel	2000 750	6000 2250		2000 750		2000 750		2000 750
Conferences - L@S (+ PD/Fac) ULearn (PD/Fac))	16,000 2250	48,000 6750	16000 1125		16000 1125		16000 1125	
Cluster Syndicate Workshop catering Facilitator Travel to Schools Effective Practice Visits	300 7000 200	900 21,000 600	150 3500 100	150 3500 100	150 3500 100	150 3500 100	150 3500 100	150 3500 100
Principal Workshops	350	1050	175	175	175	175	175	175
Lead Teachers Workshops	350	1050	175	175	175	175	175	175
Tech Wizard Workshops	200	600	100	100	100	100	100	100
Teacher Travel	2257	6771	1128	1128	1128	1128	1128	1128
Indirect operational costs Laptop lease Admin Stationery Communications Resources	1500 1000 500 1000 1000	4500 3000 1500 3000 3000	750 500 250 500 500	750 500 250 500 500	750 500 250 500 500	750 500 250 500 500	750 500 250 500 500	750 500 250 500 500
Teacher Development Funds Teacher release	14876.00	44,628	7438	7438	7438	7438	7438	7438
Sub Total		392,598	73758	57108	73758	57108	73758	57108
GST		49074.75	9219.75	7138.50	9219.75	7138.50	9219.75	7138.50
Total Budget		441672.75	82977.75	64246.50	82977.75	64246.50	82977.75	64246.50
Accumulated %		100%	19%	33%	52%	66%	85%	100%

The sources of funding for this total budget are from the Ministry (cash) and cluster schools (cash and kind) as summarised in the following Funding Schedule

Budget Funding Schedule (these \$ values include GST)

Provider	Type	3 yr \$ Value gst excl	2010		2011		2012	
			Milestones Due		Milestones Due		Milestones Due	
			1	2	3	4	5	6
			4 Jun 2010	26 Nov 2010	3 Jun 2011	25 Nov 2011	8 Jun 2012	30 Nov 2012
Ministry of Education	Cash	\$320,000						
Cluster Schools								
Pirongia	Kind	17348.50	2891.42	2891.42	2891.42	2891.42	2891.42	2891.40
Hangatiki	Kind	3867.50	644.58	644.58	644.58	644.58	644.58	644.60
Hauturu	Kind	3978.00	663.00	663.00	663.00	663.00	663.00	663.00
Kaipaki	Kind	3867.50	644.58	644.58	644.58	644.58	644.58	644.60
Kawhia	Kind	3094.00	515.66	515.66	515.66	515.66	515.66	515.70
Kinohaku	Kind	1436.50	239.41	239.41	239.41	239.41	239.41	239.45
Kio Kio	Kind	8950.50	1491.75	1491.75	1491.75	1491.75	1491.75	1491.75
Koromatua	Kind	12486.50	2081.08	2081.08	2081.08	2081.08	2081.08	2081.10
Maihihi	Kind	4088.50	681.41	681.41	681.41	681.41	681.41	681.45
Ngutunui	Kind	2541.50	423.58	423.58	423.58	423.58	423.58	423.60
Otewa	Kind	3978.00	663.00	663.00	663.00	663.00	663.00	663.00
Otorohanga Primary	Kind	2762.50	460.41	460.41	460.41	460.41	460.41	460.45
Piri Piri	Kind	1436.50	239.41	239.41	239.41	239.41	239.41	239.45
Tahaaroa	Kind	2762.50	460.41	460.41	460.41	460.41	460.41	460.41
Total Budget Funding		\$392,598						
Accumulated %		100%	19%	33%	52%	66%	85%	100%

Ministry's Payment Schedule

Payment:	Reporting schedule	Net	GST	Total
1-Jan-2010	Conditional on receipt and approval of Programme Outline	17,777.67	2,222.21	19,999.88
1-Apr-2010	NSSF Progress report to Ministry – A (due 1.4.10)	17,777.67	2,222.21	19,999.88
1-Jul-2010	Milestone 1 (due 4.6.10)(pay period to 4/06/10)	17,777.67	2,222.21	19,999.88
1-Oct-2010	NSSF Progress report to Ministry – B (due 1.10.10)	26,666.50	3,333.31	29,999.81
1-Jan-2011	Milestone 2 (due 26.11.10)	26,666.50	3,333.31	29,999.81
1-Apr-2011	NSSF Progress report to Ministry - C (due 1.4.11)	26,666.50	3,333.31	29,999.81
1-Jul-2011	Milestone 3 (due 4.6.10) (pay period to 3/06/11)	26,666.50	3,333.31	29,999.81
1-Oct-2011	NSSF Progress report to Ministry - D (due 1.10.11)	26,666.50	3,333.31	29,999.81
1-Jan-2012	Milestone 4 (due 25.11.11)	26,666.50	3,333.31	29,999.81
1-Apr-2012	NSSF Progress report to Ministry - E (due 1.4.12)	26,666.50	3,333.31	29,999.81
1-Jul-2012	Milestone 5 (due 3.6.12) (pay period to 8/06/12)	26,666.50	3,333.31	29,999.81

1-Oct-2012	NSSF Progress report to Ministry - F (due 1.10.12)	26,666.50	3,333.31	29,999.81
1-Feb-2013	On receipt and approval of final Milestone (6) (due 30.11.12)	26,666.50	3,333.31	29,999.81
Total		319,998.01	39,999.73	359,997.74

† Payment will be made as soon as practical after Jan 1 2010 if the contract is signed prior to that date. If signed after Jan 1 2010, the payment will usually be made within a fortnight.

§ Payment will be made as soon as practical after the acceptance of your final milestone. This payment may not be made before January 15th 2013.

- 1) The Ministry will pay the Funding to the Board in accordance with the above table when the Ministry receives and accepts to its satisfaction, reports as specified in the SECOND SCHEDULE and the services described in the FIRST SCHEDULE.
- 2) All payments (apart from the January 2010 and Milestone 6) will be by automatic payment into the lead school account. The January 2010 and Milestone 6 payment will be on invoices presented with the appropriate documentation and will be paid after all cluster obligations have been met.

THIRD SCHEDULE – Payments... continued

Disbursements Schedule

This Schedule details how the amounts for Professional Fees, Professional & Direct Costs, and Funds have been disbursed and actual Sources of Funds.

The schedule will include the following details:

ICT Professional Development Cluster:		King Country Coast	
Contract No.		10 - 0252	
To: Howard Baldwin Acting Manager e-Learning Unit Ministry of Education PO Box 1666 WELLINGTON		From: Pirongia School PO Box 34020, Pirongia 3844	
For Professional and Other Costs and Funding:			
	3yr Budget	Actually disbursed and accrued to-date	Actual Cumulative %
Professional Fees	\$ 227,800	\$	%
Professional & other direct costs	\$ 105,170	\$	%
Indirect Costs	\$15,000	\$	%
Teacher Development Funds	\$44,628	\$	%
GST	\$ 49,075	\$	%
Total	\$441.673	\$	%
Accumulated % as budgeted for milestone # due on [date]			%As stated in your contract budget and at this milestone # and due date

Funded by:

ICT Professional Development Clusters 2010-2012 :Pirongia 2010 Cohort

	3yr Budget Funding	Actually received/booked/due or delivered to-date	Actual Cumulative %
Ministry of Education	\$ 360,000	\$	%
Schools contribution	\$81673	\$	%
Total	\$ 441673	\$	%
Accumulated % as budgeted for milestone # due on [date]			% As stated in your contract budget funding at this milestone # and due date

Note: Where the variation between budget and actual is material, explanations of reasons for the variation should be in the milestone report in accordance with the Financial Statement Reporting noted within the reporting schedule, and pursuant to clause 2.2, Board Obligations.